Microsoft

Microsoft Learn:
Enrollment Guide for Learning Partners

Welcome to Microsoft Learn

Microsoft Learn is the single destination for Microsoft technical content, which provides connected and engaging experiences for Learners, Partners, and Trainers.

As part of the Microsoft Partner program, Learning Partners will now be required to issue an ILT Achievement URL to all Learners attending Microsoft courses. The redemption of the code by a Learner, earns KPIs towards a Partner Program Membership. Achievements will be collected on the Learner's profile; these achievements are sharable on social media and can be printed.

To access this feature, certain roles within a Learning Partner organization will need to enroll their Microsoft Learn account, through the Microsoft Learn Achievement Enrollment process shared in this guide.

We believe the best way to manage this process within a Learning Partner organization is to have a single point of contact. This single point of contact will determine who within the organization can request the Achievement URLs and will then communicate the instructions in this guide to those individuals. For the purposes of this document, we refer to those individuals as *Class Administrators.* They are likely the same individuals who currently order courseware, labs, and other class materials.

The following sections provide an overview and guidance for the main point of contact, to better plan enrollment for their organization. After, there are step by step instructions for enrollment to this feature on Microsoft Learn.

As the single point of contact for your Partner organization, you will lead the planning and enrollment process for Class Administrators to create and issue Achievement URLs to your Learners.

Class Administrator Requirements and Guidance

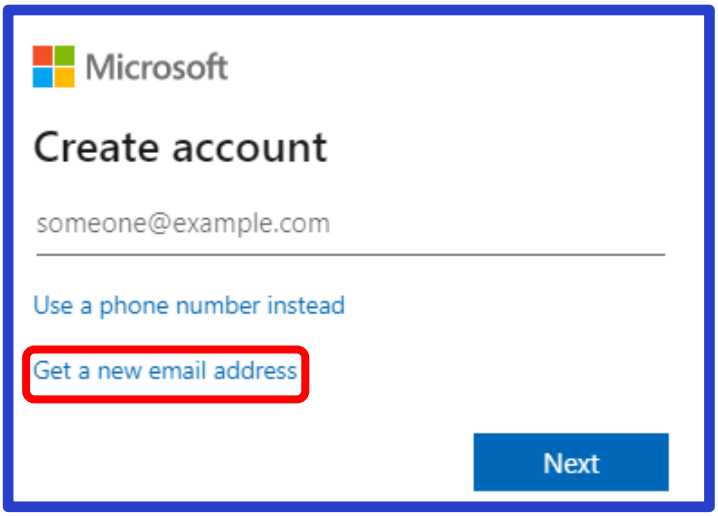
- Each Class Administrator within your organization will need to enroll through the process outlined in this Account Enrollment Guide, for approval to Achievement Code URL section of this document.
- Utilizing a single shared Microsoft Learn account for all Class Administrators in your organization is not recommended. Security on Microsoft.com can block or prevent access to accounts when used across multiple IP addresses, locations, or domains simultaneously.
- We recommend each Class Administrator create their own account in Microsoft Learn.
- ***While it is acceptable to enroll with personal accounts, we are recommending each Class Administrator create an Outlook.com account that is not linked to personal data.***
- For simplicity, we recommend accounts use the following structure: [PartnerName][MPN ORG ID]_#@outlook.com where the #hashtag represents the individual Class Administrator.
    - (e.g., The fourth administrator that creates their account would use **ContosoTraining123456_4@outlook.com).**
    - This is not a requirement, and each partner can establish their own account structure. ***For specific instructions on how to create the outlook.com account, please see step 1 in 'Account Enrollment Process for Achievement URL' section.***
- ***Enrollments are reviewed and approved three times a week. (Monday, Wednesday, Friday)***
- Once the Class Administrator account is approved by Microsoft, the account will be granted specific privileges that will enable the creation of Achievement URLs for your Learners.
- Each Partner organization will be required to have at least one profile to request the Achievement URLs. It is required that all Learners be provided with an Achievement URL associated to the location that the class was delivered.

- Class Administrator accounts can request Achievement URLs for any location within the organization. The location is assigned per the instructions found here: Learning Resources site

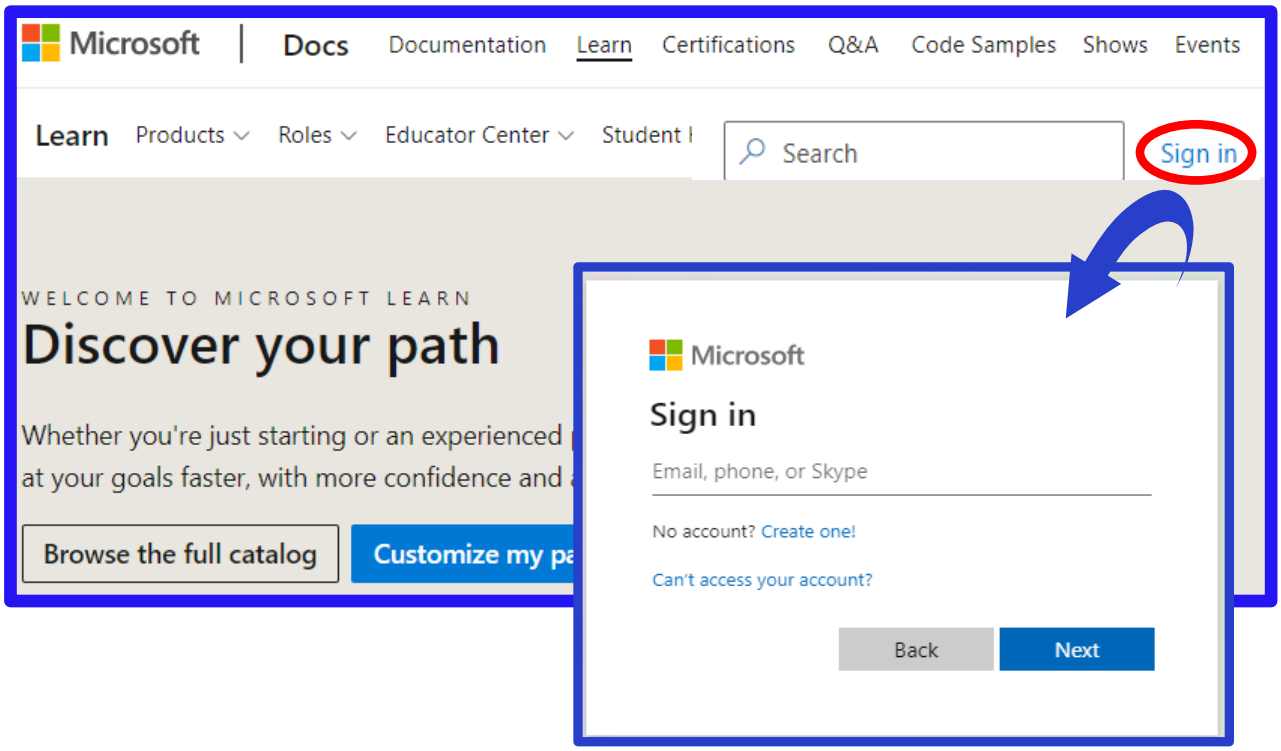
Account Enrollment Process for Achievement URL

Step 1: Create an @outlook.com alias HERE, using the format listed above.

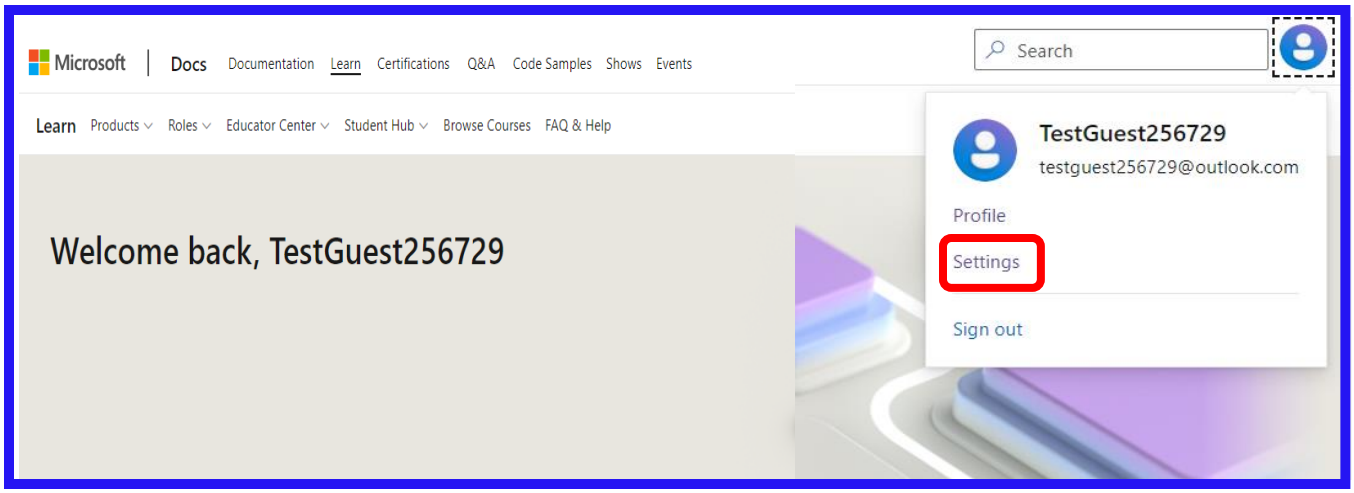
This @outlook.com alias is used specifically to sign into Microsoft Learn. We will not utilize this email for further communication, and it will not be granted access to other Partner program sites.



Step 2: Using the account created in Step 1, sign in to Microsoft Learn. This will create a profile that will be granted Administrator privileges.



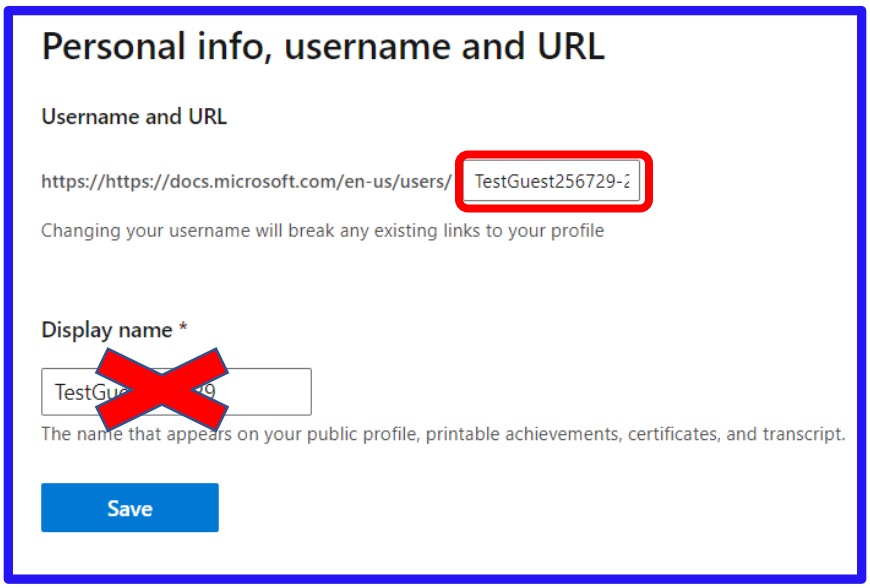
Step 3: Once signed into Microsoft Learn, click on the blue circled icon in the top right corner. This will bring a drop down, please select settings.



Step 4: On the settings page, copy the username that is provided under "Username and URL". Please ensure the whole string in the box is copied. **This username will need to be entered into enrollment form shared in Step 5.**

DO NOT use "Display name"

Do not change the username.

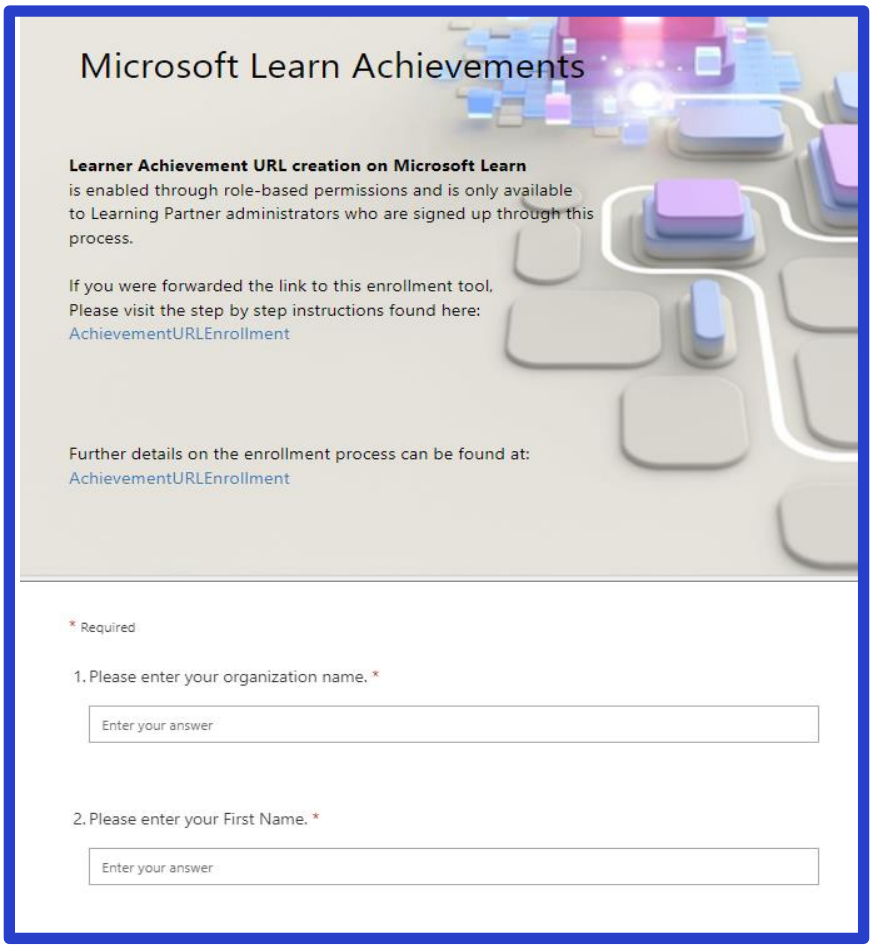


Please note: Taking this step is crucial to the enrollment process. The Username and Administrator email is how accounts are identified and permissions are granted on Microsoft Learn.

Step 5: Please have available the following:

- Newly created outlook.com Class Administrator account
- Username from Step 4
- MPN Organization ID

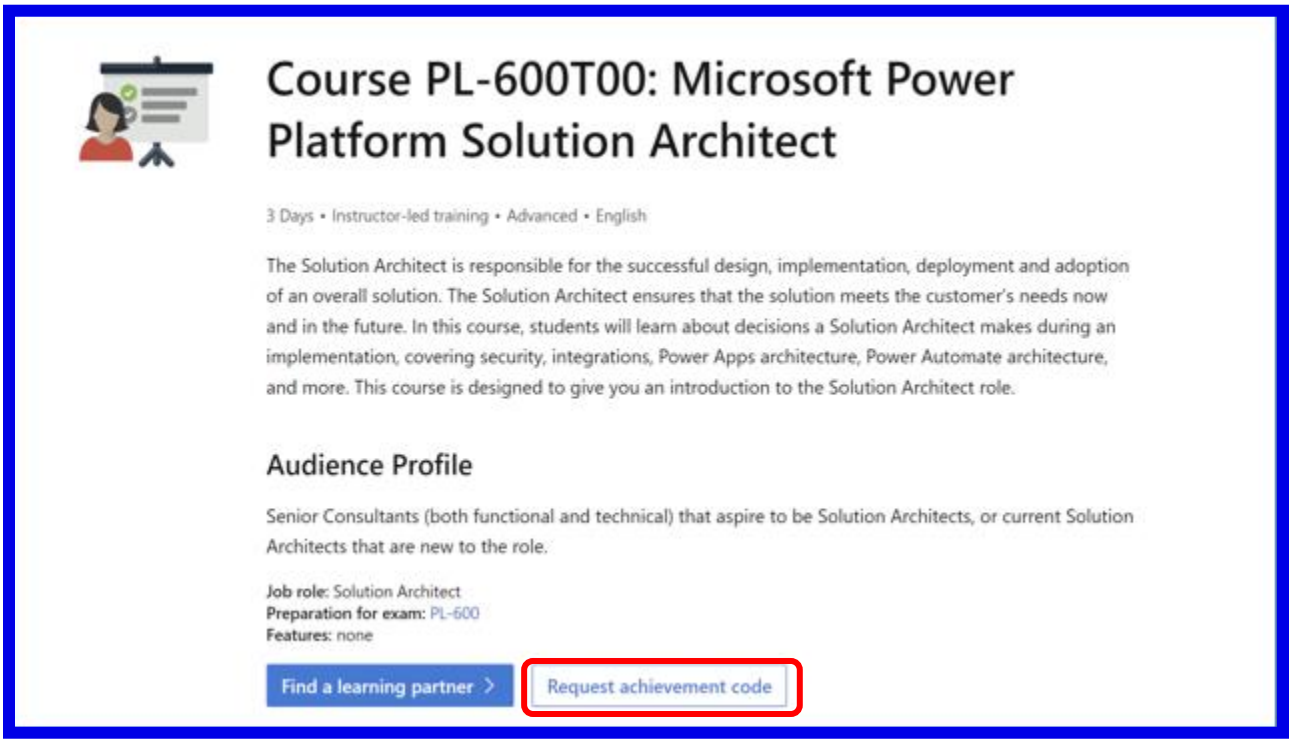
Visit the [Enrollment Site] and input the required information listed above.



Note 1: Review and approval of the enrollment request will be done three times a week. (Monday, Wednesday, Friday)

Note 2: Question 3 on the Enrollment Form will ask for a work email associated with the Learning Partner company domain. This can be a group email if preferred. ***This is our primary contact and will be used to communicate any program changes or updates. We will not utilize the @outlook.com alias for further communication.***

Step 6: A couple of days after enrollment, please visit any ILT course detail page on Microsoft Learn to verify if the 'Request Achievement Code' button is available.



If a couple of days the "Request achievement code" button is not available, please check the following:

1. Close all browser windows.
2. Open a new browser and sign in to Microsoft Learn with the **new Outlook.com Class Administrator account.**
3. Navigate to a course page and then do a hard refresh: CTRL-F5 to re-load the page.

If "Request Achievement Code" button is still not visible, please re-enroll per the above instructions, starting with Step 3. This section will be updated shortly after launch to provide better notification of tracking and confirmation of enrollment and approval.

Providing Achievement URLs to Learners

Achievement redemption is intended to signify the completion of a class by a Learner. However, to obtain the best redemption rates, it may be beneficial to provide the Achievement URL to Learners earlier in the class, to give the Trainers opportunity to encourage redemption. We leave it to the discretion of the Learning Partner to determine the best approach for maximizing redemption rates.

For additional details on creating Achievement URLs please review our Readiness Resource kit in the courseware transition collection on the Learning Resources site.

Resources

Learning Resources site

Learning Community site